



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RETIREMENT INVESTMENT SPECIALIST I

Job Number: 21001311

Job Code: 94010V160901

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 09/01/2016

Job Revised:

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

At the beginning level, performs a variety of technical investment and accounting activities pertaining to the investment program in a state retirement system; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in accounting, finance, statistics, economics, or a business related field.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Professional experience with a large scale investment program, trust department, brokerage firm or related area will substitute for the required education on the basis of one year of experience for two years of the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Retrieves daily prepared reports from the custodial bank for trade reports reflecting buys, sales and reports for cash projections. Reconciles monthly, quarterly, and annual reports generated by custodial bank and investment managers. Verifies investment income with the custodial bank and deposits daily income. Contacts broker on a daily basis for treasury yields and maintains records of same. Prepares in-put of weekly stock prices and earnings and enters into computer to generate an up-dated stock portfolio. Assists in the preparation of pre-determined totals used to verify the accuracy of monthly investments reports. Enters into computer investment transactions for purchases, sales and receipts on a monthly basis. Assists in preparation of investment reports/spreadsheets and the reconciling of investment reports to pre- determined totals. Prepares documentation for stocks enrolled in dividend reinvestment programs and prepares the necessary accounting documents for processing. Prepares and processes checks from mortgage service agents for paid-in-full loans and prepares required documents. Maintains files for proxies and annual statements as received. Maintains files for approval from the investment committee members for buys and sales. Verifies the status of stocks included in the Index. Deposits retirement contributions daily into investment receipts pool. Creates monthly offset totals necessary to reduce investment receipts pool to meet monthly expenses. Compiles data of daily deposits of retirement contributions into investment pool and creates month-end financial schedules for investment pool activity. Stewardship of investment purchase and sale documents and coordinates correction of these documents with the Department of Finance and Treasury Department. Assists external auditors in locating supporting investment sale and purchase documents for their selection audit.

UNIQUE PHYSICAL REQUIREMENTS:

NONE

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Some travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.